

<p style="text-align: center;"><b>CITY OF BEAVERTON</b> <b>Court Systems Specialist</b></p>
---

### **General Summary**

Serve as primary court contact for software and/or project support. Develop operational manuals for the court-automated systems and train staff in the use of court systems applications.

### **Key Distinguishing Duties**

Responsible for developing, presenting and evaluating the effectiveness of formal training on court related automated systems and serving as technical representative for court related automated applications.

### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Develop formal training and procedural manual for Court related systems applications including WINCS, LEDS and Access.
2. Train and coach staff in operations of court related automated systems. Prepare presentations and training seminars for staff and other agencies as needed on system modifications. Monitor progress to ensure objectives are met.
3. Assist in the development, testing and implementation of procedures regarding WINCS.
4. Work closely with Information Services Division in all court related system issues. Act as contact person for the court and other agencies as assigned.
5. Represent the court in project meetings and participate in resolution of related matters. Trouble-shoot problems, prepare reports and recommend action for improvement as necessary. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience.
6. Compile data and statistical information for reports on assigned projects to present to the Court Administrator for approval. Analyze and make recommendations as needed.
7. Participate in department/division/section operational processes including procedure development and implementation.
8. Produce an acceptable quantity and quality of work that is completed within established timelines.

9. Follow standards as outlined in the Employee Handbook.
10. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
11. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Support and respect diversity in the workplace.

### **Other Functions**

1. Perform related duties of a similar scope and nature.
2. Serve as a lead as assigned.
3. Perform the duties of a Court Clerk as needed.

### **Knowledge Required**

- ◆ Advanced knowledge of practices and principles related to municipal court operations.
- ◆ Advanced knowledge of the laws and regulations governing municipal court operations.
- ◆ Working knowledge of terminology associated with Municipal Court operations and processes.
- ◆ Advanced knowledge of cash handling and reconciliation processes and procedures.
- ◆ Working knowledge of imaging and document scanning processes and systems as they relate to court processes.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of re-engineering and continuous process improvement techniques related to a municipal court environment.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to a municipal court environment.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Expert ability to use applications in Microsoft Office Suite including Excel, Access, Word and Powerpoint. Expert ability to use other application software including WINCS and LEDS as required for position. Expert keyboard ability.
- ◆ Advanced ability to work independently, prioritize tasks, and meet deadlines.

- ◆ Strong ability to maintain records and files in an automated environment.
- ◆ Strong ability to compile data and conduct analysis.
- ◆ Strong ability to lead/participate on a team focused on producing high quality results.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Strong ability to use general office equipment including typewriter, adding machine, scanner and copier.

### **Minimum Qualifications Required for Entry**

Associate's degree or equivalent coursework in a formal computer science or business training program and 2 years experience in a legal setting or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- Ability to acquire LEDS Certification within six months is required.

### **Working Conditions**

Regular focus on a computer screen; daily use of a keyboard or similar device; weekly dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

### **Classification History**

Classification created: December 2000

Revised: 11/04

Revised 1/1/09

Status: SEIU

FLSA: Non-exempt

---

Department Head Signature

---

Human Resources Signature

---

Date

---

Date